



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## ACCOUNTING OFFICER, SPECIALIST

**\$3,841-\$4,670**

**ACCOUNTING SERVICES BUREAU  
SACRAMENTO**

### RESPONSIBILITIES:

Under the general supervision of an Accounting Administrator I, Supervisor, the Accounting Officer, Specialist performs various professional accounting duties in the Accounts Receivable Unit. Duties include: utilizes Oracle Financials to prepare monthly, quarterly, and annual billings to insurance companies and other entities; works closely with Information Technology staff in the interface of account receivables into Oracle; reviews and analyzes Oracle reports for accuracy; makes necessary corrections to complete each billing cycle; reconciles accounts receivable in Oracle and posts invoice batches to CALSTAR; maintains and updates the Oracle Financials Customer Address Table; records new customer change of addresses and merged company information into the Oracle system; analyzes address reports from Oracle and the Departments Integrated Database (IDB) for correctness, and identifies system errors and coordinates corrections with Information Technology Staff in resolving the more difficult Oracle issues.

### DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. SROA or Surplus employees are encouraged to apply. All applications will be reviewed, however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Officer, Specialist #413-192-4546-033 on the State application.** For additional information, please call (916) 492-3351 or e-mail [tina.brown@insurance.ca.gov](mailto:tina.brown@insurance.ca.gov).

**FINAL FILING DATE:** September 14, 2012 – COB (5:00 pm)

**NOTE:** Interested individuals, including list eligibility, must submit applications by the final filing date in order to be considered for this position.

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF  
RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.

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